



REGISTRATION REQUIREMENTS FOR CURBSIDE PROGRAMS

Under the California Beverage Container Recycling & Litter Reduction Act

This fact sheet provides an overview of the registration process and operating requirements for curbside programs; it is not intended to replace the law and/or regulations pertaining to curbside recycling. If you are interested in becoming registered, you must read the CALIFORNIA BEVERAGE CONTAINER RECYCLING AND LITTER REDUCTION ACT and the program REGULATIONS. While these documents seem long and cumbersome, it is extremely important that you read them because you will be required to comply with all of the laws and regulations when you become a registered curbside program.



WHO CAN BECOME REGISTERED?

The Department of Conservation's Division of Recycling (Division), registers individuals, partnerships, corporations and other entities as curbside programs. Anyone meeting all of the requirements, as outlined in the Division's regulations, is eligible to apply for registration. In order to receive the California Refund Value (CRV) for empty beverage containers which you have collected, you must be registered by the Division as a curbside program.

WHAT IS A CURBSIDE PROGRAM?

A curbside program:

- Picks up empty beverage containers from individual and/or multiple family residences and the containers are separated from waste materials prior to being picked up; and
- Is either approved, acknowledged, or operated by a city, county, or other public agency; and
- Does not pay California Refund Value (CRV).

CURBSIDE PROGRAM TRANSACTIONS

- The curbside identification number is used by the registered curbside program operator when marketing empty beverage containers to certified recycling centers or processors.
- In order for the empty beverage containers collected by a registered curbside program to be eligible for payment of CRV, a curbside program must sell materials to a certified recycling center or processor.

CERTIFICATION

- Curbside programs are not eligible for payment of CRV for empty beverage containers sold or donated to dropoff or collection programs.

HOW DO I BECOME REGISTERED?

To obtain a curbside identification number, curbside program operators must:

- ☐ Complete an application that includes information on general program operations, volumes collected and revenues received from the sale of recyclable material; and
- ☐ Provide a map that indicates the area(s) served by the program; and
- ☐ Provide acknowledgment (such as a copy of the contract or franchise agreement) that the operator of the program is the authorized curbside recycling agent for the public agency; and

- ☐ Obtain a separate curbside identification number for each public agency served.

Send the curbside application and supporting documentation to:

**Department of Conservation
DIVISION OF RECYCLING
Certification Section
801 K Street, MS 15-59
Sacramento, CA 95814-3533**

Before mailing your application, make sure you have done the following:

- Answered all questions; and
- Enclosed all required documents with the application; and
- Provided the appropriate original signature on the application.

HOW LONG DOES IT TAKE TO BECOME CERTIFIED?

The Division has 15 business days to initially review your curbside application. If the form is incomplete, you will be notified as to what information

or documentation is needed to complete your application.

Once your application has been completed, the Division has 45 additional calendar days for further review and any on-site program reviews that may be required.

Upon approval of your application, the Division will send you a notification of approval along with the curbside identification number and expiration date.

You cannot act as a registered curbside program until your application has been approved by the Division and you have been issued a curbside identification number.

WHERE TO GET MORE INFORMATION

For any questions regarding completion of the application, required documentation, or to obtain additional application, please contact the Certification Section at **(916) 324-8598**. Personas que hablan español, pueden llamar **(916) 324-8598**.

